

CSC Adopted: **October 2001**, CSC Revised: _____**Class Title: Social Worker III****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides direct intervention and service delivery for difficult and complex social work cases and coordinates casework. Develops and conducts training for personnel, other professionals and the community. Develops, implements and monitors grant projects.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Coordinates case referrals between the courts and the division by obtaining referral information from judges, clerks, and staff, screening information to determine cases known to the agency, and preparing referral and related information to be forwarded to the appropriate unit.
2	S	Monitors staff by assessing training needs, conducting field visits to residential facilities, consulting with the therapists and residential staff, and participating in the staffing and planning of meetings.
3	S	Manages programs by assessing program needs, evaluating their performance, providing support to families, acting as a representative on various teams, and planning, developing, and monitoring the budget.
4	S	Supervises the after hours emergency response team investigating Child Protective Services complaints by assigning cases, staffing and reviewing cases, evaluating workers, and occasionally accompanying worker in the field.
5	S	Explores alternatives to foster care placement by interviewing parties to determine placement options, assessing the immediate risk to children, and preparing referral information for the appropriate parties.
6	S	Performs related duties by managing the recruitment, training, certification and support of family foster homes, developing and conducting training programs for social workers, professionals and other community service providers and providing direct service delivery for difficult and complex cases.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Three years experience in social work / human services.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read policies, manuals, training materials, journal articles, case histories, education plans, psychological assessments, narratives, medical reports, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write court reports, training plans, program materials, proposals, case histories, memorandum, and general correspondence.
Managerial	Managerial responsibilities include scheduling training, directing employees, developing programs, and evaluating various materials.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Visiting client sites, in court
Sitting	F	Desk work, driving, meetings
Walking	F	To and from client sites, to other offices
Lifting	O	Supplies, files and equipment
Carrying	O	Supplies, files and equipment
Pushing/Pulling	O	File drawers
Reaching	F	Office supplies, telephone
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, writing, telephone pad
Kneeling	O	Assisting clients and children
Crouching	O	Assisting clients and children
Crawling	N	
Bending	O	Retrieving items from lower shelves
Twisting	O	From computer to telephone
Climbing	O	Stairs
Balancing	O	On stairs
Vision	C	Reading, computer monitor, driving
Hearing	C	Communicating with personnel and clients, on telephone
Talking	C	Communicating with personnel and clients, on telephone
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephones, general office supplies, vehicle, computer, printer, standard Microsoft Windows and Office software, Internet, VACIS, OASIS, State Applications

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	S	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)